

Brian Sandoval
Governor



Jeff Mohlenkamp
Director

Stephanie Day
Deputy Director

Michael Torvinen
Deputy Director

**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION**

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298
Phone: (775) 684-0222 | Fax: (775) 684-0260

CHIEF OF THE OFFICE OF GRANT MANAGEMENT

Office of Grant Procurement, Coordination and Management in the Department of Administration

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants.

This is a full-time permanent unclassified position that is appointed by and serves at the pleasure of the Director of Administration, reporting to the Chief of Planning, Research, and Grants Management. (UNCLASSIFIED POSITION- Code: U4813)

POSITION RESPONSIBILITIES: Assisting in the performance of duties for the operation of the Office of Grant Procurement, Coordination and Management in the Department of Administration.

APPROXIMATE ANNUAL SALARY:

\$29.00 per hour plus benefits. Salary reflects retirement (PERS) contributions by both the employee and employer. An Employer paid contribution plan is available at the election of the employee and results in a reduced gross salary. The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available. *Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2013 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

JOB DESCRIPTION: Organize, manage and coordinate the Grants Management Unit of the Division. Under administrative direction, the incumbent manages the Office of Grant Procurement, Coordination and Management. The incumbent assists state agencies with researching, identifying and seeking out available grants, works collaboratively with agencies writing grants for federal funds, coordinating with state and local agencies that have received grants for similar projects to ensure they do not duplicate their efforts or services, and coordinates with members of Congress representing this State to identify and manage available federal grants and other programs;

TO QUALIFY: Bachelor's Degree with proven grant writing successes with competitive grants; at least five years of grant experience supervising, organizing, directing and evaluating grant activity; Including experience in grants support within organizations that have a network of programs/affiliates or comparable experience, preferably with federal funders; experience with federal grant contracts is a plus; Strong customer service orientation;

ENTRY KNOWLEDGE, SKILLS AND ABILITIES (*required at the time of application*):

Detailed knowledge of: Federal and State legislation pertaining to grants; NRS, NAC, SAM, grant research methods and writing techniques.

Working knowledge of: Basic financial and grant accounting principles. Building contacts and work groups within the state grant community

Ability to:

Analyze and understand statutes, regulations, financial documents and contracts; communicate effectively both orally and in writing; prepare post award grant reports and memoranda including excellent writing, research and analytical skills.

Lead and successfully form teams;

Manage multi-functional or diverse areas successfully;

Multi-task and prioritize work, with careful attention to detail;

Participate in cross-departmental projects, using tact, diplomacy, and collaborative methods;

Think and act strategically, tactically, and creatively in a fast-paced environment;

Excellent verbal and written communication skills; with track record of communicating detailed information to others;

Ability and comfort with multiple projects having varied focus and deadlines;

POSITION LOCATION: Carson City, Nevada

RESUMES WILL BE ACCEPTED UNTIL Position is filled. Applications will be reviewed upon receipt.

SUBMIT COVER LETTER AND RESUMES/DIRECT INQUIRIES TO:

Kathleen Kirkland, Personnel Officer

100 N. Stewart St, Room 230, Carson City, NV 89701

775.684.0209 or if you prefer to submit resume electronically, please submit via email to:

kkirkland@admin.nv.gov

In subject line please reference: Chief of Grant Management

Further reference, see: http://leg.state.nv.us/Session/76th2011/Bills/SB/SB233_EN.pdf

The State of Nevada is an Equal Opportunity Employer and does not discriminate on the basis of sex, age, religion, race or disability.

ESSENTIAL FUNCTIONS (Including Physical Requirements)

1. Research and identify new funding sources (federal, state, local, corporate, private foundations).
2. Conduct research and analysis to strategically match prospective funding sources with existing and emerging program needs.
3. Work closely with prioritized state agencies on conceiving, organizing and writing grant applications.
4. Gather necessary input from appropriate agencies relating to program description and needs.
5. Draft inquiry letters and follow up requests; submit to appropriate agency staff for feedback; incorporate edits/changes.
6. Oversee the collection of appendices, data, letters of support, memos of understanding, and budget materials for inclusion in proposal package.
7. Compose appropriate correspondence and communication.
8. Assure completion of applicable grant submission process, e.g., collating, photocopying, packaging and mailing and/or electronic submission.
9. Track and generate grant updates and progress letters; gather, track, maintain, and file financial reports and data.
10. Researching grant opportunities, draft reports and proposals to funders, and write outreach copy.
11. Provide telephone and email technical assistance.
12. Observe staff behavior onsite to evaluate level of performance; recommend individual and group training needs; review reports prepared by staff to ensure completeness and consistency with policies and procedures; develop guidelines, procedures, and curriculum, as appropriate.
13. Maintain a high level of communication and strong working relationships with cooperating agencies.
14. Conduct training sessions for agency personnel on grants.
15. Travel to state programs, multi-site gatherings, conferences, and professional development opportunities if funding available.
16. Perform public speaking including presentations to legislative committees.

ATTENDANCE REQUIREMENT is full-time (40 hours per week)

SPECIAL SKILLS NECESSARY Must have thorough knowledge and understanding of the grant process and NRS 232 Office of Grant Procurement, Coordination and Management.